



PERSON SPECIFICATION – HR Academy Lead

CATEGORY	ESSENTIAL	DESIRABLE
<p>QUALIFICATIONS</p> <p>Educated to GCSE grade A-C or equivalent in English and Maths</p> <p>Business/HR Related qualifications</p> <p>Administrative/PA related qualifications</p> <p>Evidence of continued professional development</p> <p>Safer Recruitment Trained</p>	<p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
<p>EXPERIENCE</p> <p>Previous HR and administrative experience, ideally within an Education Institution or a fast-paced HR environment.</p> <p>Experience of developing and maintaining HR data records, e.g. personnel file/sickness/payroll.</p> <p>Experience of carrying out thorough audits to ensure policies and procedures are followed.</p> <p>Experience of co-ordinating recruitment campaigns and conducting onboarding procedures.</p> <p>Experience of marketing an organisation and promoting employment opportunities using social media platforms as well as maintaining the organisation’s website.</p> <p>Experience of using a Management Information System/HR portal for employee records (such as Integris/SIMS/DES).</p> <p>Experience of payroll management and checking</p> <p>Experience of clerking/minuting meetings</p> <p>Awareness of Ofsted requirements and the Single Central Register</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
<p>SKILLS & KNOWLEDGE</p> <p>Excellent interpersonal and communication skills.</p> <p>Committed to learning new skills and pursuing professional development.</p> <p>Well-developed IT skills using office software systems</p> <p>Ability to interpret legislation and supporting policies.</p> <p>Excellent organisation skills and the ability to prioritise tasks, managing your time effectively to meet conflicting deadlines.</p> <p>Excellent teamwork and collaboration skills.</p> <p>Confident in using Outlook and Teams.</p> <p>A clear understanding of current GDPR legislation.</p> <p>Clean driving licence.</p> <p>Knowledge of Trust /Academy Governance.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p>

QUALITIES

Reliable, effective punctual team member whose attendance is regular.

✓

Readiness to show sensitivity and flexibility to suit the circumstances.

✓

A positive and optimistic attitude.

✓

Have a clear view of appropriate personal work/life balance.

✓

Accustomed to using own initiative and the ability to work independently or liaise effectively with professional colleagues from a range of support services.

✓

Outstanding Achievement for All